



Town of Oro Valley Classification Description

Title: **DEPUTY TOWN CLERK**
Job Code: 1120
FLSA Status: Exempt

Department: Town Clerk
Salary Grade: 114

POSITION SUMMARY:

Under administrative direction, assists the Town Clerk in carrying out the programs and activities of the Town Clerk function and serves as acting Town Clerk in the Town Clerk's absence; implements the Town's records management program; drafts Town Council agendas, prepares minutes and coordinates processing of action items for signatures and final distribution; oversight of election reports; supervision of the Office Assistants and Video Assistant Intern; and performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- A. Administers the Town's Record Management Program and operations of records management and maintenance of Town documents; provides public information and access to Town records; conducts research on the more complex inquiries, retrieves and makes copies of public documents upon request.
- B. Organizes and administers the filing of candidate finance reports and financial disclosure statements and reporting.
- C. Assists the Town Clerk in conducting Town elections; performs pre-election support functions including ordering candidate forms and materials; assembling packets and instructions for candidates and verifying candidate requirements; provides information to candidates and the public on election and candidacy requirements and procedures.
- D. Oversees departmental electronic submittals of materials for Town Council meeting agendas; coordinates through the Senior Office Specialist, the assembly and distribution of agenda packets to Town Council members, the Town Manager, Town departments and interested members of the public; electronically posts to Town's website, Council agendas and packet materials; arranges for official publication and posting of notices regarding Town Council meetings; prepares meeting minutes; filing of documents following Council action; oversight for finalizing resolutions and ordinances in preparation for Mayor's signature; attends Council meetings as requested.
- E. Oversees the customer service counter and supervises the Office Assistants and Video Assistant Intern, conducting their annual performance evaluations and coordinating leave time for the department.
- F. Assists in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- G. Assists in the development and preparation of the departmental annual budget and monitors expenditures throughout the year.
- H. Oversight and coordination of Town Board/Commission training and tracking.

- I. Oversight and coordination of business license and liquor licensing processing and tracking.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of open meeting law and state and local election procedures rules and requirements; standard office administrative practices and procedures; principles, practices, methods and techniques applicable to administering a Town-wide records management program in accordance with the Arizona State Library, Archives and Public Records Retention Schedules for Arizona Municipalities; bid advertising and opening procedures; and methods and techniques for administering of the telephone and voice mail systems; and electronic recording systems.
- Knowledge of Town Code provisions related to the operations of the Town Clerk's function and matters which come before the Council; rules and procedures governing the notice and conduct of public hearings.
- Knowledge of office and records management and workflow principles and procedures.
- Knowledge of budget and purchasing policies and procedures.
- Skill in operating a personal computer, standard office equipment; organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision; proofread materials for conformance with Town policies and procedures and for correct English usage.
- Skill in analyzing and interpreting administrative procedures, regulations, legal documents and contracts; assist in the development and implementation of policies, procedures, work standards and internal controls; exercise sound independent judgment within established guidelines; meet critical deadlines while maintaining sufficient flexibility to meet other office needs; prepare clear, concise and complete meeting documentation and other written correspondence and reports.
- Skill in maintaining department files and records.
- Skill in preparing a variety of records, reports and correspondence.
- Establish and maintain effective working relationships with Town staff, elected officials, other public and private organizations, the media and the public; exercise tact and diplomacy in interpersonal dealings which are difficult, time sensitive and confidential.
- Must be well organized and flexible.
- Must be able to work under pressure.

MINIMUM QUALIFICATIONS:

- Associates Degree in Public Administration or related field and two years of administrative experience (municipal preferred) and one year supervisory experience; or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Certified Municipal Clerk (CMC) certification through the International Institute of Municipal Clerks (IIMC), or ability to acquire CMC certification through IIMC within three years of employment.
- Certified Municipal Election Official desirable.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.
- Requires some heavy lifting.